

# JOB VACANCY NOTICE

U.S. Interests Section  
Havana, Cuba

June 15, 2011

Announcement Number: 11/30

Position Number: TBD

**OPEN TO:** US Citizen Eligible Family Members (USEFMs)  
**POSITION:** Consular Assistant, FP-08 (two positions)  
**OPENING DATE:** June 15, 2011  
**CLOSING DATE:** June 29, 2011 (or until filled)  
**WORK HOURS:** Full-time; 40 hrs/week, or Part-time; 20-32 hrs/week. Negotiable.  
**SALARY:** \$35,753 p.a. (Based on 40 hours a week); pending grade eligibility approval from Washington.

The U.S. Interests Section (USINT) is seeking an U.S. Citizen Eligible Family Member (USEFM) with the required work permit for employment in Cuba for the position of Consular Assistant in the Consular section.

## BASIC FUNCTION OF POSITION

Provide operational support to Visa Operations including biometric collection, correspondence and maintaining English-language website, scheduling appointments, case preparation, drafting of basic cables, maintaining spreadsheets, drafting SAOs, reviewing expedite requests, and other duties as necessary.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, [HavanaHR@state.gov](mailto:HavanaHR@state.gov).

## QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1) Completion of Secondary School required.
- 2) Two to three years of administrative/government service/para-professional experience required.
- 3) English level IV (fluent) spoken/written. (Test to be administered by the HR department).
- 4) Ability to take initiative and set priorities with supervision.

- 5) Must be computer literate and able to use, or learn to use Microsoft Word and Excel and other computer applications as needed. (Test to be administered by the HR department)

### **ADDITIONAL SELECTION CRITERIA**

1. Must have or be able to obtain a Top Secret Security Clearance.
2. Management will consider nepotism/conflict of interest, budget, and residency (employment eligibility) status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for employment (DS-174) is required.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

USINT Human Resources Management Office

### **POINT OF CONTACT**

Telephone: 833-3551/59 Extension 2418

FAX: 833-2095

E-mail: [HavanaHR@state.gov](mailto:HavanaHR@state.gov)

## DEFINITIONS

1. USEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - a) U.S. citizen; and
  - b) The spouse *or domestic partner (as defined in [3 FAM 1610](#))* of the sponsoring employee, or a child of the sponsoring employee who is an unmarried *child* at least 18 years old; and
  - c) Listed on the travel orders *or approved Form [OF-126, Foreign Service Residence and Dependency Report](#)*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
    - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
    - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.
2. Eligible family members (EFM):
  - a) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term "*children*" shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship *(at least until age 18), or comparable permanent custody arrangement*, of the employee or spouse when dependent upon and normally residing with the guardian *or custodial party*; ... and
  - b) Spouse *or same-sex domestic partner as defined in [3 FAM 1610](#)*.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personal having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: June 29, 2011** (or until filled)

The US Interest Section in Havana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARANCE FOR THE JOB OPPORTUNITY  
Announcement Number: 11/30

Approved HR: MFParker /s/  
Drafted: HR: DPatry /s/  
Cleared: CON: MMelzow/s/

**Position Number:** TBD